

*www.maes.msu.edu/esscp*

# Experiment Station Section Annual Meeting

September 22, 2003  
1:30 PM ~ 6:00 PM  
Ritz-Carlton Hotel  
Dearborn, MI

## Agenda

### Monday, September 22, 2003

- ✓ 01:30 Call to order - Scott Angle  
Approval of Agenda and 2002 ESS Meeting Minutes  
Interim Action - Scott Angle
- ✓ 01:35 USDA-NRI Update - Brad Fenwick, Chief Science Advisor, CSREES Competitive Programs
- ✓ 01:55 CSREES Update - Gary Cunningham
- ✓ 02:15 BAA-PB Update - Colin Kaltenbach  
(ESS meeting in recess)
- ✓ 02:25 NIAS Update and Business Meeting - D. C. Coston  
Additional Documentation: NIAS\_Update.pdf  
(Reconvene ESS meeting)
- 03:05 Break
- ✓ 03:20 Recommendations from the NIAS BOD - D. C. Coston
- ✓ 03:30 NIMSS Update - Daryl Lund  
Additional Documentation: NIMSSRpt 02-03-04.htm
- ✓ 03:40 ESS Assessment - Scott Angle  
Additional Documentation: ESS\_Assessment\_funds\_2003\_Sept\_03\_v2.pdf
- ✓ 04:05 NRSP Oversight Committee - Gary Lemme
- ✓ 04:15 ESCOP Budget and Legislative Committee - Richard Jones  
Additional Documentation: BLCommAgendaBrief09222003.htm
- ✓ 04:30 ESCOP Advocacy and Marketing Committee - Tom Fretz
- ✓ 04:40 ESCOP Science and Technology Committee - Nancy Cox
- ✓ 04:50 Partnerships Committee - D. C. Coston
- ✓ 05:00 Planning Committee - Virginia Clark Johnson
- ✓ 05:10 Proposed Changes to the ESS Rules of Operation - H. Michael Harrington  
Additional Documentation: ESS\_Rules\_Proposed\_Modifications.pdf
- ✓ 05:20 Proposed changes to the Guidelines for Multistate Research Activities - H. Michael Harrington

- ✓ 05:30 Nominations Committee Report - Richard Heimsch
- ✓ 05:40 Resolutions Committee Report - Colin Kaltenbach
- 05:50 Passing the Gavel - Scott Angle
- 05:55 Final remarks/ announcements - Ian Gray
- 06:00 Adjourn

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## Agenda Brief

**Item: BAA-PB Update**

**Presenter: Colin Kaltenbach**

The Board on Agriculture Assembly, Policy Board of Directors met in Jersey City, N.J. on July 20, 2003. Following is a summary of actions taken that may be of interest.

**Lobbying:** In response to the recent fine assessed by the IRS the Board took the following actions:

Will now require any Section wishing to implement additional advocacy efforts to consult with the Policy Board of Directors and the Budget and Advocacy Committee (BAC) before initiating negotiations with any advocacy firm(s); the Policy Board of Directors will coordinate information with the BAC

Will request that all Sections report on all outside advocacy activity when reporting to the Policy Board of Directors

\* Agreed that language should be placed in all future contracts with advocacy firms about how they report their time and the Policy Board of Directors will establish an upper limit to avoid having to pay another excise penalty tax to the Internal Revenue Service for exceeding the limit on lobbying

**Budget:** Chairman Moser will request that BAC Chairman Tom Payne and Advocacy Chairman Fred Cholick inform the Policy Board of Directors' of the Budget and Advocacy Committee's strategy on advocacy for foreign operations budgets or other international opportunities.

**Future Meetings:** The PBD requests that the section hosting future Joint AHS/COPs meetings report to the Policy Board of Directors on the agenda for the meeting and to reserve one hour of the joint session for reports to be presented by the Policy Board of Directors, Budget and Advocacy Committee, the advocacy organization, and (when needed) the Farm Bill Committee

**Reports:** All representatives to the BAA-PBD have been asked to submit Section Update reports to the PBD that are consistent with BAA Strategic Plan (i.e., we need to consider working toward the goals of the plan and report accordingly)

**Election:** Kirklyn M. Kerr, Dean and Director, University of Connecticut was designated as Chair

Elect of the Policy Board of Directors replacing James J. Zuiches who has stepped down from his AHS position at Washington State University; Neal Van Alfen, University of California, was elected as the AHS alternate

Respectfully submitted,

Colin Kaltenbach

**Item: ESS Assessment**

**Presenter: Scott Angle**

The ESS voted to assess itself a total of \$100,000 for 2003 with funds earmarked as follows: \$50,000 advocacy contingency, \$30,000 NIMSS, and \$20,000 communications and marketing. Implementation of the assessment resulted in actual billing of \$97,779. As of September 10, 2003 collections totaled \$93,334 with \$4445 uncollected. The uncollected funds are from four unpaid entities that have not yet paid any part of the assessment. At least one of those indicated that they had not received the initial billing.

The accompanying spread sheet shows a detailed accounting of the current financial status of the advocacy account held at NASULGC as of September 10, 2003.

At the Summer ESCOP meeting the mater of assessments was discussed and it was recommended that some level of assessment should be continued.

The ESS must decide its position on a possible assessment and the amount so that this action can be communicated to the Policy Board and to NASULGC.

Action requested: Discussion and action on the ESS assessment for 2004.

**Item: ESCOP Budget and Legislative Committee**

**Presenter: Richard Jones**

**FFY 04** See the analyses below prepared by the BRT.

**FFY 05**

At the July meeting of the BAC, the overall themes supporting the FFY 05 budget were established. The four themes the BAC/BRT will use in support of the USDA/CSREES budget are: (1) **HEALTHY SOCIETY**: Understanding the links between human health and nutrition, with a particular emphasis on the problem of obesity, (2) **NATURAL RESOURCES SECURITY**: Protecting natural resources from natural or introduced threats, (3) **ENVIRONMENTAL STEWARDSHIP**: Enhancing environmental stewardship through new agricultural technologies and approaches, and (4) **PRODUCT-BASED AGRICULTURE**: Helping American agriculture transform itself from a primarily commodity-based to a product-based system.

proponents of a national center for crop biosecurity being explored by the American Phytopathological Society.

The NIAS ED presented a paper describing NIAS at the international meetings of the Institute of Food Technology and has had subsequent discussions with the leadership of IFT regarding possible collaborative activities. There have also been related meetings with food industry research leaders and food industry association representatives.

The NIAS ED presented a paper describing NIAS at the annual meetings of the American Chemical Society, which has led to subsequent discussions with agrichemical industry groups and federal agency personnel.

The NIAS ED participated as a panelist in the NE regional meeting hosted by Cornell on the role of Extension in responding to acts of bioterrorism, which led to subsequent and ongoing discussions with the leadership of EDEN.

In response to suggestions from federal agency personnel and university specialists, the NIAS BOD is establishing "technical advisory committees" for the BOD within NIAS, creating a mechanism for sustained discussions between university and federal agency personnel on issues of mutual interest. Federal agency personnel could participate on an ad hoc basis. This approach may be used to facilitate appropriate communication with APHIS, ARS, ERS, FDA, CSREES, the NPDN, and others.

#### **Site Security and Management Practices for Biological Agents**

In response to concerns raised in the USDA Inspector General's report on site visits to university research facilities, a project has been developed and proposed to CSREES to develop a non-regulatory set of management alternatives for Experiment Stations to manage potentially hazardous biological agents (non-select agents) and secure research facilities. A team of experts will be convened, several institutions will be surveyed in detail, and all Experiment Stations will be surveyed to identify best management practices for handling hazardous non-select agents. Expert panels will be convened to review the survey results and will report on suggested guidelines for site security assessments and recommended management practices for handling hazardous non-select biological agents.

### **NIAS Opportunities in 2004**

#### NIAS Opportunities in 2004

Based on the discussions with federal agencies and Congressional office, a list of potential projects for NIAS and the Experiment Stations has been identified for 2004. A description of these potential projects will be provided at the NIAS member meeting. NIAS will seek support for these projects from federal agencies, foundations and collaborating institutions. Individual projects will be developed as funding is secured.

#### Funding Recommendation

The NIAS Board of Directors recommends that the NIAS membership request a continuation of support from ESCOP at the current level of \$100,000 for the year 2004.

This funding will enable NIAS to continue the activities initiated in 2003:  
providing part-time staff support,  
developing information resources for building budget requests,  
providing communications and news services to the Directors, and  
serving as a visible liaison to the federal agencies that are beginning to address  
agrosecurity research issues.

This funding will also provide membership in NIAS for all State Agricultural Experiment Stations, which will enable NIAS to effectively represent the interests of all of the Experiment Stations to federal agencies regarding biosecurity and homeland security. In addition, this funding will enable NIAS to pursue additional funds for implementing critical homeland and



...funding will enable NIAS to pursue additional funds for implementing critical homeland and biosecurity security projects on behalf of the Experiment Stations.

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**Welcome:**

This is a trial demonstration of the NIAS website. This site has been designed to meet the needs of the State Experiment Station Directors, the Extension Service Directors and the Colleges of Agriculture at Land Grant universities and state colleges. We welcome all suggestions and comments! Many sites have information that is simply not useful for the intended audience we don't want to waste our time or yours so let us know if some of this information is simply not needed. Similarly, if we've left out issues or resources that you would find more valuable, please let us know!

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**The Formation of the NIAS**

In the aftermath of September 11, 2001, the State Experiment Station Directors determined that they would need to proactively address biosecurity issues. The Experiment Station Committee on Organization and Policy (ESCOP) created a Homeland Security Task Force. The Task Force met with agency officials at the Department of Agriculture, the Office of Homeland Security, the Department of Defense, the Department of Justice and members of the intelligence community. As a result of these discussions, the Task Force determined that a new mechanism was needed to facilitate coordination and collaboration between the state-based Experiment Stations and the diverse federal agencies. The Task Force recommended the creation of the National Institute for Agricultural Security (NIAS). ESCOP endorsed the concept, which was shared with the Extension Committee on Organization and Policy (ECOP) and was endorsed by the Board on Agriculture Assembly Executive Committee of the National Association of State Universities and Land Grant Colleges.

ESCOP appointed the initial Board of Directors, which includes Experiment Station Directors, the Executive Directors of the regional associations of Experiment Station Directors, an Extension Director and a Dean of an Agricultural College. The NIAS

Directors, an Extension Director and a Dean of an Agricultural College. The NIAS officially convened and appointed an Executive Director in February of 2003. The NIAS is a free-standing non-profit corporation.

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### **The NIAS Mission**

The mission of the NIAS is to assist in enhancing the security of the country's agricultural and food systems, utilizing the national network of agricultural Experiment Stations, the Cooperative Extension System and the Colleges of Agriculture. NIAS serves to facilitate coordination between the state based research agricultural research programs and federal laboratories and programs, harnessing state based expertise to address national biosecurity issues. NIAS can work closely with the Cooperative Extension System, which has education programs and offices in virtually every county of the country, to assist in disseminating national security information at the local level. The Cooperative Extension system also has a vital role to play as part of the nation's first responder network. NIAS works with the Experiment Stations and the Cooperative Extension System to assist farmers, ranchers, the food industry, and rural community leaders as they address biosecurity and homeland security concerns.

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### **Using this Site**

This site has been developed as an informational resource for the agricultural research, extension and education community. We hope that the provided information is useful, current and accurate. However, since we are often passing along information we have received from others, we must provide the obligatory disclaimer and state that we cannot guarantee the accuracy or correctness of the information we have provided.

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### **Navigating this Site:**

NIAS Activities: Events and programs coordinated by the National Institute for Agricultural Security

News & Events: Articles gathered from around the world on Biosecurity issues, and events organized by other groups

Implementing Regulations: Regulations from various Federal Agencies that will need to be implemented by the Experiment Stations to ensure security

Legislation: Homeland security and biosecurity legislation that is currently in Congress, or has been passed through Congress

Funding Opportunities: Grants and other funding opportunities being offered through Federal agencies beyond USDA

State and Regional Activities: Programs established by members of the Land Grant University system

Administration and Federal Agencies: Listing of government agencies that maintain homeland security websites and programs

Resources and Links: Links and documents that are important to the National Institute for Agricultural Security

Executive Committee: Password protected work room for the members of the Homeland Security Executive Committee

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**National Institute for Agricultural Security**  
*Protecting the Nation's Agricultural and Food Systems*



August 21, 2003

**MEMORANDUM**

**TO:** Experiment Station Section Members

**FROM:** D.C. Coston  
President, NIAS Board of Directors and  
Associate Director, Oklahoma State University

**SUBJECT:** Annual Meeting of the National Institute of Agricultural Security

The National Institute for Agricultural Security (NIAS) was created by the Experiment Station Section (ESS) based on the recommendation of an ad hoc committee that functioned from late 2001 until early 2003. In June of 2002, the ad hoc committee was empowered to act as Board of Directors for the NIAS. NIAS has been incorporated in Maryland and application has been made for tax exempt status under Section 501 (c)(3) of the IRS Code. The Board developed a set of bylaws for NIAS that has served as its organizing principles. The Board has been operating within the provisions of the bylaws and the articles of incorporation.

The bylaws call for an annual meeting of the membership of NIAS. Because support to date has been through use of carry over funds from the previous advocacy funds, the current membership is the Experiment Station community – 1862 and 1890 institutions.

The NIAS Board proposed and ESCOP accepted that the annual meeting of the NIAS membership will be held during the meetings of the Experiment Station Section in Dearborn, MI on September 22. There will be three items on the agenda for this meeting.

- I. Report of NIAS activities during 2003
- II. Approval of bylaws (see explanation below)
- III. Funding recommendation to Experiment Station Section

The attached bylaws must be formally approved by the membership. The bylaws specify that the membership will be provided at least ten (10) days written notice of the meeting. There is also an article that specifies that proposed amendments to the bylaws must be distributed to the membership at least 30 days prior to a vote. The Board is choosing to act in the spirit of this latter timing and is notifying the membership at least 30 days in advance of what will be the first annual meeting. The Board asks that you review the bylaws prior to the meeting in September.

DCC

## BYLAWS

### NATIONAL INSTITUTE FOR AGRICULTURAL SECURITY, INC.

#### ARTICLE 1 NAME AND PURPOSE

Section 1.1 Name. The name of the Corporation shall be “**NATIONAL INSTITUTE FOR AGRICULTURAL SECURITY, INC.**” The organization may be referred to in official correspondence as the “Institute” or “NIAS”.

Section 1.2 Purposes. The objectives and purposes for which this Corporation is organized and the nature of its business and activities is to provide rapid access to the best information and services for preventing, eliminating, avoiding, or mitigating domestic and foreign threats to U.S. agricultural production, food systems and associated research and educational activities.

#### ARTICLE 2 OFFICES AND REGISTERED AGENT

Section 2.1. The address of the registered office of the Corporation in the State of Maryland is set forth in the Articles of Incorporation.

#### ARTICLE 3 MEMBERS

Section 3.1. The members shall consist of any educational, industrial, or governmental entity supporting the objectives and purposes of the Institute, and who agrees to abide by these Bylaws and pay dues. Prospective members shall submit a membership application and shall be approved by the Board of Directors.

Section 3.2. To be eligible to vote, membership must be current and have paid a minimum of one year’s dues. Each member institution shall have one vote.

#### ARTICLE 4 BOARD OF DIRECTORS

Section 4.1 Function. Except as set forth in the following paragraphs or as required by law, the affairs of the Institute shall be managed by the Board of Directors (BOD) and by officers, agents and employees of the Institute acting under authority of the BOD. The BOD shall maintain an awareness of and discuss issue relevant to NIAS’s status and (except issues



whose discussion might compromise classified security) shall keep the members informed of these issues.

Section 4.2 Number and Selection. The Board of Directors shall consist of those individuals described in the Articles of Incorporation.

Section 4.3 Vacancies. Mid-term vacancies in a directorship shall be filled by the entity who appointed the director. Any director so appointed shall hold office until replaced by his or her successor.

Section 4.4 Additional Advisors. The Board or the President may invite additional individuals with expertise in a pertinent area to meet with and assist the Board. Such advisors shall not vote or be counted in determining the existence of a quorum.

Section 4.5 No Compensation. No member of the BOD shall receive any compensation for his or her services as a director, but may be reimbursed for such reasonable expenses incurred in furtherance of the purposes of the Institute as the BOD may from time to time approve.

Section 4.6 No Favoritism. The members of the BOD shall not be favored in applying for or receiving the services of the Institute.

Section 4.7 Disclosure. The members of the BOD shall have no undisclosed financial interest in the assets, leases, business transactions or professional services of the Institute. Any member who individually or as a part of a business or professional firm is involved in the business transactions or current professional services of the Institute shall disclose this relationship and shall not participate in any vote taken in respect to such transaction or services. All conflicts of interest shall be reported to the BOD at the time the conflict arises.

Section 4.8 Attendance at Meetings. Board members shall be required to attend each annual meeting of the Board and at least two-thirds (2/3) of Board committee meetings of which they are members. Participation by way of electronic medium (teleconference or video conference) is permitted unless security issues so prevent it. Minutes of such meetings will indicate attendance.

## **ARTICLE 5 MEETINGS OF DIRECTORS**

Section 5.1 Annual Meeting. The annual meeting of the membership shall be held at such time and location as shall be specified in the notice of the meeting. At least ten (10) days' written notice of the agenda, time, place and date of such meeting shall be provided to each director and member institution by the Secretary.

Section 5.2 Regular Meetings of Directors. Face-to-face meetings of the BOD shall be held at least annually or more frequently, as needed. Notice of the agenda, time, place and date of such meeting and the resolution shall be provided to each director by the Secretary at least one working week in advance of the meeting. Meetings shall normally be open to all members unless informational security must be observed.

Section 5.3 Special Meetings. Special meetings of the BOD may be held at any time and may be called by the President or by the Secretary or upon written application of five (5) or more members of the BOD. At least ten (10) days' written notice of the time, place, date and purpose of such meeting shall be provided to each director by the Secretary.

Section 5.4 Waiver of Notice. Notwithstanding any provision hereof to the contrary, meeting notice may be waived in writing by a director. Attendance at any meeting by a director shall constitute waiver of any lack of proper notice unless the director objects to lack of notice at the commencement of the meeting.

Section 5.5 Place of Meeting. All meetings of the BOD shall be held at the principal office of the Corporation, unless otherwise directed by the President.

Section 5.6 Quorum. A majority of the voting directors shall constitute a quorum at any meeting. If a quorum is not present, a majority of the voting members of the BOD present may adjourn the meeting from time to time without further notice.

Section 5.7 Formal Action. Any member of the BOD may make a motion by entering it as a BOD agenda item. The act of a simple majority of a setting BOD shall be the act of the BOD. If in the interim between BOD meetings, an item needs BOD approval and the Executive Committee agrees to the question, the item can be put to the BOD as an electronic ballot (fax or on-line) and the vote conducted over a period of ten days. For on-line voting purposes, a day will run from midnight to midnight. In the event of continuous downtime of 24 hours or more, the voting period will be adjusted to so compensate.

Section 5.8 Proxies. A director may consent in writing to allow another director or recognized representative of a member to vote in his or her stead.

## **ARTICLE 6 OFFICERS**

Section 6.1 Officers. The officers of the Institute shall be a President, Vice President, Secretary, Treasurer and such other officers as may be designated by the BOD. All officers must be members of the BOD. All officers shall be elected by a majority of the BOD. The President and Vice President shall be elected at the annual meeting of the BOD and shall hold office for no more than two (2) two-year terms. The Secretary and Treasurer shall be elected at the annual meeting of the BOD for a maximum of three (3) two-year terms. The offices of Secretary and Treasurer may be held by one (1) person. A vacancy in any office may be filled by majority vote at any meeting of the BOD of the Institute.

## **ARTICLE 7 DUTIES OF THE OFFICERS**

Section 7.1 President. The President of the Corporation shall preside at all meetings of the BOD. The President shall appoint members and designate the Chairperson of all committees. In general, he or she shall perform all duties usually incident to the office of the President and such other duties as may be prescribed by the BOD.

Section 7.2 Vice President. The Vice President shall preside at all meetings of the BOD in the absence of the President and perform such other duties as may be prescribed by the President.

Section 7.3 Secretary. The Secretary shall keep, or cause to be kept, the minutes of the meetings of the BOD and shall be custodian of the corporate records and of the seal of the Corporation. The Secretary shall see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. The Secretary shall also take attendance at meetings and maintain all committee reports. In the absence of the Secretary from any meeting of the directors, a temporary Secretary shall be designated by the presiding officer and he or she shall record the minutes of the proceedings. In general, the Secretary shall perform all duties as may be assigned by the BOD. All records of the Corporation shall at all times be open to the members of the BOD, unless so restricted by security purposes.

Section 7.4 Treasurer. The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Institute and shall receive and give, or shall cause to be received and given, receipts for moneys due and payable to the Institute from any source and deposit, or cause to be deposited, all such moneys in the name of the Institute in such banks, trust companies, or other depositories as shall be designated by the BOD. The Treasurer or his or her designee shall disburse, pay out, distribute or invest the funds of the Institute as directed by the BOD. The Treasurer shall see that a true and accurate monthly accounting of the financial transactions of the Institute has been made and that reports of such transactions are presented to the BOD. The Treasurer shall present the annual budget for the coming year to the BOD at the last meeting before the end of the fiscal year. The Treasurer shall cause an annual independent audit of the Corporation's books and records to be made for transmittal directly to the BOD. The Treasurer shall also perform all the duties usually incident to the office of Treasurer and such other duties as may be assigned by the BOD. If required by the BOD, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the BOD shall determine.

Section 7.5 Officer Removal Vacancies. Any officer elected by the BOD may be removed by the BOD whenever in its judgment the best interests of the Institute would be served thereby. Such action requires  $\frac{3}{4}$  vote of the entire BOD. Vacancies in any office shall be filled by the BOD without delay at a special meeting called for that purpose.

## ARTICLE 8 EXECUTIVE DIRECTOR

Section 8.1 General. The Executive Director shall be selected by the BOD and shall represent the Institute in the community at large. The Executive Director shall have general charge of the ordinary and usual program and business operations of the Institute under the direction of the BOD.

Section 8.2 Duties of the Executive Director. The duties of the Executive Director will include but not be limited to the following:

- a. To carry out all policies established by the BOD;
- b. To, in conjunction with the Treasurer, prepare and submit to the BOD for approval, a plan of organization of the personnel and others concerned with the operation of the Institute; the development and maintenance of personnel policies and practices; and the selection, employment, control and discharge of all employees; to delegate such authority as is given hereunder to the employees of his or her selection, but such delegation in no way alleviates the Executive Director's responsibility to the BOD;
- c. To, in conjunction with the Treasurer, prepare an annual budget showing the expected receipts and expenditures, supervise all business affairs, and insure that all funds are collected and expended to the best possible advantage; to get prior consent or approval from the BOD for expenditures that have not been budgeted or for agreements on behalf of the Institute involving more than \$5,000;
- d. To see that all physical properties are kept in good state of repair and operating condition;
- e. To attend all meetings of the BOD and the Executive Committee, unless excused by the BOD; to submit regularly to the BOD, or its authorized committee, periodic reports showing the operational and financial activities of the Institute, and to prepare and submit such special reports as may be required by the BOD, or an authorized committee.
- f. To keep, in conjunction with the Secretary, a complete record of all meetings of the Institute and the BOD and have general charge and supervision of the books and records of the Institute; serve all notices required by law and these Bylaws and prepare a report of all matters and business pertaining to this office to the BOD; keep the Corporate seal; and shall perform such other duties as may be required by this Institute or the BOD.

Section 8.3 Removal. The Executive Director may be removed with or without cause, by majority vote of the BOD.

## **ARTICLE 9 COMMITTEES**

Section 9.1 Executive Committee. The BOD shall appoint an Executive Committee consisting at least, the President, Vice President, Secretary, Treasurer, two members elected by BOD and the Executive Director. The President shall serve as Chairperson of the Executive Committee. The Executive Committee shall conduct meetings at such time, date and location as it may from time to time designate in writing, but at least annually, upon at least forty-eight (48) hours' notice. Upon such notice, meetings may be called by the Chairperson. The presence of a majority of the committee members shall be necessary for the adoption of any resolution. The Executive Committee shall have the power to transact and supervise all regular and ordinary business of the BOD between meetings of the Board provided any action taken shall not conflict with the policies of and expressed wishes of the BOD in matters of major importance or conflict with the Bylaws, the Articles of Incorporation, or the laws of the State of Maryland.

Section 9.2 Ad Hoc Committee. The President may appoint such special "ad hoc" committees as the President shall consider will serve the best interests of the Institute. Each committee shall consist of not less than three (3) members in number, as are appointed by the President. Committee chairpersons must be members of the Board of Directors. Committee members may include both Board members and members of the community served by the Institute but in no event may a majority of the members of the committee consist of members who are not directors. The members of any such committee shall serve or be removed at the pleasure of the President.

## **ARTICLE 10 DUES**

Section 10.1. Annual membership due shall be recommended by the BOD and adopted by majority vote by the membership at the annual meeting. Dues are to be paid by the beginning of the fiscal year. Dues paid to cover membership of two years or less will not be affected by an increase in dues.

## **ARTICLE 11 INDEMNIFICATION**

Section 11.1. The Institute shall, to the extent legally permissible, indemnify and defend each of its directors, officers, employees or other agents against all liabilities and expenses, including, where applicable, amounts paid in satisfaction of judgments in compromise of actions, suits, claims or other proceedings, as fines or penalties, or as counsel fees, actually and reasonably paid or incurred in connection with the defense or disposition of



any action, suit or other proceeding, whether civil or criminal, in which such person may be involved by reason of corporate employment or Board service, except with respect to any matter as to which such person shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interest of the Institute; provided that any payment by the way of settlement, compromise, or consent decree shall be indemnified there under only to the extent that it shall be determined by the Board to have been made in the best interests of the Institute; and further provided that no settlement hereunder shall be entered into without the prior consultation and approval of a duly authorized representative of the Board. Any person believing himself or herself to be entitled to indemnification or defense under this Article shall, in order to qualify for indemnification or defense hereunder, notify the President immediately upon the occurrence giving rise to said entitlement.

Nothing contained in this Article shall affect any rights of indemnification or defense to which corporate personnel other than directors, officers, employees, and other agents of the Institute may be entitled by contract or otherwise by law.

## **ARTICLE 12 AUDIT**

Section 12.1. The BOD shall cause to be completed an annual audit of the books of the Institute and by an independent certified public accountant in accordance with generally accepted audit standards and governmental auditing standards issued by the Comptroller of the United States of America.

## **ARTICLE 13 NOTICE**

Section 13.1. Whenever notice is required to be given to any director, officer or member under the provisions of these Bylaws, such notice shall, except as herein provided, be deemed sufficient when given in person or when mailed to the last known address as it appears on the Institute records at the time.

## **ARTICLE 14 FISCAL YEAR**

Section 14.1. Unless otherwise designated by the Board of Directors, the fiscal year of the Corporation shall begin January 1 and shall extend through December 31.

**ARTICLE 15**  
**AMENDMENTS TO THE BYLAWS**

Section 15.1. Amendments to these Bylaws must be approved by a majority vote the membership. To be submitted to the membership for vote, all such amendments must first be approved by a 2/3 majority of the BOD. Proposed amendments shall be distributed to the membership in writing at least 30 calendar days prior to the vote.

**ARTICLE 16**  
**PARLIAMENTARY AUTHORITY**

Section 16.1. The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with the Articles and Bylaws of the Institute.

**Agenda Brief: NIMSS Report-NIMSS Oversight Committee**  
September 15, 2003

**NIMSS Expenditures (July 1, 2002 to June 30, 2003)**

Programmer salary	\$ 15,500
Server space rental and consultations	2,000
Equipment and materials	6,800
(includes new computers, software upgrade and books)	
Travel	2,100
Communications (ISP, phone)	3,300
Training (staff development)	200

***TOTAL Expenditure, July 2002 to June 2003: \$29,900***

**Projected Expenses (July 1, 2003 to June 30, 2004)**

Programmer salary	\$17,000
Server space rental and consultations	2,000
Equipment and materials	1,000
Travel	2,000
Communications (ISP, phone)	2,000
Training (staff development)	1,000
Documentation	5,000

***TOTAL Projected Expenditure, June 2003 to July 2004: \$30,000***

Note that in both budgets, Rubie Mize's and Judy Sun's salaries for their work in NIMSS are not included. Rubie continues to supervise NIMSS' modifications and upgrades, meets with CSREES and CRIS staff, provides training, demonstrations, and support to system administrators and users:

Judy is the back-up cold fusion programmer and she assists in system development as well as provide technical support to users. Her role is expected to increase significantly.

Contributions of the other Regional System Administrators (NC-Nikki Nelson, S-Anna Marie Rasberry and W-Harriet Sykes) are also being acknowledged. Their inputs are valuable in identifying and determining how NIMSS can be enhanced to better serve the land-grant system. They are also responsible for maintaining the database for their respective regions and providing training for their users.

**Accomplishments (July 2002 to June 2003)**

**NIMSS Modifications and Upgrade:**

1. Modified the Appendix E form and submission/notification process to accommodate the revised requirements of CSREES.
2. With UMD-OIT's system upgrade, it was necessary to design short vs. long forms. Using the short forms enabled writers to save the sections they are working on. The upgrade caused some problems on cache overload that created the impression that information were not captured by the database.
3. Increased character limit by 10% of all text boxes in the project proposal forms.
4. Added an "AP" (approval pending) status to distinguish projects that are not yet officially approved by CSREES.
5. Improved the "upload file" capability so that not only html files can be uploaded. File format can be .html, .htm, .txt, .doc, .gif and .jpg
6. Publications sections were increased to 50,000 characters.
7. Added the function to view meeting authorization before sending out the notification.
8. Allowed chronological sorting of annual meetings by date or project number. Simply click on the column heading on the "List of Annual Meetings".
9. Allowed stations to edit their participants' information and giving them the choice whether to send out e-mail notifications.
10. Advisors can now edit e-mail addresses of members of their technical committees.
11. Advisors can now send invitations to participate in proposed multistate projects, and set up a cut-off date for submission of Appendix E in NIMSS.
12. Modified the Annual and Termination reports as two separate forms but using the same format to avoid confusion. The database was adjusted accordingly. Functions were also added to enable editing of annual and termination reports.
13. Expanded the listserve for notifications to include the Extension Directors, ARS Directors and ERS-Susan Offutt.
14. Modified the NIMSS generated notification to reviewers to now include a step-by-step direction on how to use NIMSS to submit reviews.
15. Technical Committee comments and Multistate Research Committee comments were added to the Main Menu. Comments can now be submitted and viewed online.
16. Gave access to Extension Directors to have the same authorization to approve participants as the Experiment Station Directors.
17. Modified the NIMSS Main Menu to reflect all of the above changes.
18. Revised the User Manual with the help of NC-Nikki Nelson to reflect the new modifications and upgrades to make it easily comprehensible and hence, user-friendly. The html version was dropped and a PDF format is in place.
19. The System Administrators Menu had undergone considerable upgrade in the past year to expand navigation capability and increased access to the database.

**Meetings/Presentations/Training:**

1. Met with CSREES (Dr. Gary Cunningham, Dr. Cheryl Oros and Lizette Williams) to demonstrate NIMSS and explain how it handles the entire process from drafting of proposal, to review and approval by the associations and then to CSREES. Changes to the Appendix E form and memo/notifications proposed by CSREES were also discussed. (August and Sept. 2002)
2. Conducted a NIMSS demonstration for National Program Leaders at CSREES on October 7, 2002.

3. Participated in North Central training for project advisors and coordinators.
4. Gave two presentations on NIMSS at the 2003 CSREES Administrative Meeting in Albuquerque, NM, on April 14-15, 2003.
5. Gave NIMSS presentations to three technical committee meetings: NE103, NE164 and NE172. (May and June 2003)
6. Participated in all the conference calls of the NIMSS Oversight Committee, delivered updates and completed tasks in the Job Jar.

#### **Maintenance/Troubleshooting:**

1. Provided solutions to problems whenever feasible from the NERA office. Technical problems were directed to the programmer or the UMD-OIT.
2. Made changes/updates to the database when requested by the Regional System Administrators and AES coordinators.
3. Advisors, reviewers, proposal writers and program coordinators were assisted by walking them through the process, majority over the phone, and sometimes by giving them step-by-step instructions via e-mail.

#### **Future Activities/Upgrades:**

1. Reconstruct NIMSS to address performance issues. Specifically, NIMSS will be redesigned to accommodate the growing user population. There are underlying design aspects that can be streamlined to increase the system's functionality and decrease, or totally eliminate the need to duplicate data entry in different forms in NIMSS. This is a tall order and needs considerable programming work. **All other activities will hinge on the completion of this task.** Why is this reconstruction necessary? NIMSS' potential is now apparent to a lot of users and leaders in the multistate agricultural research arena. NIMSS, in its present state, could no longer accommodate modifications without it becoming unstable. With the reconstruction completed, programming for future upgrades will be simplified.
2. As part of the reconstruction, a new system for assigning access and authorization to users will be designed.
3. Subsequently, once the system is brought to the next level, the programmers will devote a great deal of time to ensure data integrity. There may be a need to re-enter some information that cannot be captured in the new format. The programmers will handle this data entry.
4. NRSP reporting will be enhanced. NRSPs have not been given the same attention as the other multistate projects in NIMSS programming. NIMSS will be modified in accordance with the reporting requirements and review process outlined in the new NRSP Guidelines. We will seek guidance from the NIMSS Oversight Committee and the NRSP Review Committee on how they want forms set up in NIMSS for the NRSPs.
5. Documentation is a significant part of the NIMSS development that has to be completed.
6. Add a "Project Tracking Tool" that will show a project's old number and the new number and dates when new submissions were made.
7. Add "Technical Committee Officers" in the project homepages.
8. Modify the Main Menu, User Manual and System Admin. Menu to reflect new updates. More modifications will be done to simplify instructions in the System Admin. Menu.
9. Work with NRSP-1 to incorporate NIMSS in their new proposal.
10. Explore opportunities with CRIS on how NIMSS and CRIS can be interfaced to share databases, and in the future be able to organize analytical reporting (expenses vs. outcomes).



**NIMSS Job Jar**

**Arranged according to Oversight Meeting Date**

**November 2002**

**December 2002**

**February 2003**

**May 2003**

<b>November 1, 2002</b>	<b>Completed?</b>
<b>NCRA volunteers to update NIMSS User Manual and add to main menu</b>	<b>Yes</b>
<b>Western Region volunteers to create System Administrator Manual</b>	<b>Mike and Harriet aiming to complete this by 10/1/03.</b>
<b>Character limit increased by 10%</b>	<b>Yes</b>
<b>Add "Approved Pending" notation to identify project status. The System Administrators will change the status.</b>	<b>Yes</b>
<b>Termination Report added to main menu. (Final version not approved by CSREES)</b>	<b>Yes</b>
<b>Add "browse" function to the SAES-422 form to upload files.</b>	<b>Yes</b>
<b>Increase publications section to 50,000 characters</b>	<b>Yes</b>
<b>Future Versions: Appendix E will include "save as working copy" so that participant can put in his/her own participation.</b>	<b>Part of future reconstruction (9/4/03)</b>
<b>Future Versions: Cut-off date will not allow participants to be entered after a certain date. This will ensure that participants are not entered after the review has been submitted for review.</b>	<b>Yes</b>
<b>Identifying a "guest members" in Appendix E. This will allow more people associated with committees to be contacted using NIMSS.</b>	<b>8/03</b>
<b>Have stations make their own changes to mis-spelled participants, missing emails, etc.</b>	<b>Yes</b>
<b>Allow ARS Regional Directors and Extension /Academic Program Directors (who request it) to authorize their own participants.</b>	<b>Yes</b>

<b>Arrange Annual Meetings by Date or Project Number</b>	<b>Yes</b>
<b>Designate which AA represents Research and Extension entities for SERAs.</b>	<b>Yes</b>
<b>Add "Tech Committee Comments" and "MRC Comments" to main menu.</b>	<b>Yes</b>
<b>In the System Administrator menu, for the "list of participants not yet approved," add the date that the participant was originally added so we know how long he/she has been pending.</b>	<b>Yes</b>
<b>Add AA listserv to contact all AAs for a region through NIMSS</b>	<b>Desirable, but not urgent (5/13/03) (9/4/03)</b>
<b>Correct system so that the server does not lose information. (The short forms have been added as a possible solution, but there are still problems)</b>	<b>Yes</b>

<b>December 19, 2002</b>	<b>Complete?</b>
<b>Include a link on the Appendix E form to the Appendix E Regional Requirement Matrix. Participants need to be made aware to which region his/her project belongs. This will be printed in the NIMSS manual as well.</b>	<b>Yes</b>
<b>The System Administrator menu will now show the password for each project. The System Admin can then "lock" a proposal once it is submitted as final.</b>	<b>Yes</b>
<b>All NRSP advisors will be posted on NRSP projects with an * next to the lead advisor.</b>	<b>Yes</b>
<b>Automatic notification sent to Susan Offutt, Administrator/Director of USDA's Economic Research Service, for each project as it is approved by CSREES or by a regional association.</b>	<b>Yes</b>
<b>February 7, 2003</b>	<b>Complete?</b>
<b>Make new templates for NRSP proposal information (ie. budget tables, etc.)</b>	<b>Desirable, begin to consider (5/13)</b>

May 13, 2003	Complete?
Finalize Termination Reports vs. SAES-422 forms	Yes
NCRA will draft memo to Gary Cunningham requesting that CSREES revise the participation memos sent to stations.	Yes
HTML User Manual dropped. PDF version to remain.	5/03
Change Appendix E wording in desired locations.	Yes
Staff backup and NIMSS funding to be discussed at summer ESCOP meeting.	7/03
Add Extension Directors listserv to NIMSS e-mailings – HIGH PRIORITY.	7/03
Allow AAs to make changes to participant email addresses	8/03
Change NIMSS so that submission letter can be sent out while project status is set at "AP."	8/03
Southern region volunteers to draft memos inviting participation and notifying peer reviewers. Participation memos will be similar to meeting authorization functions in NIMSS.	7-8/03
Check into how SY information in NIMSS will fit with CRIS. NIMSS SY information will be changed to allow two decimal places.	Yes
Change the archive function available to System Admins so that a project automatically archives to the year in which it terminated.	8/03
Email distribution of termination reports – who receives notification that a report has been submitted?	Same as Annual Report
When using "Search Participants by Extension Program," NIMSS is generating a list of participants, most of who show no Extension program or FTE when you look at the individual project's Appendix Es.	8/03
Allow users to change their own email addresses in the user profiles. Natalie has been toying with the idea of after a user registers, they would get a confirmation number sent by email to them, and in order for them to use NIMSS they would have to confirm that they own the email address. Each time they change their email they would need to go thru the same process.	Part of reconstructions. AAs can change participant emails.
Set up Extension Director/ARS Director authorization codes.	Yes



**ESCOP Advocacy Account at NASULGC\***

**REVENUE**

Starting Balance Jan 2003	221,382
Income from 2003 assessment	93,334
<b>TOTAL</b>	<b>314,716</b>

**EXPENSES**

Loan to BAA-Policy Board	93,000
NIAS	100,000
NASULGC Office Operations (\$256/mo)	1,536
NIMSS	30,000
IRS Excise Tax Penalty	10,696

**TOTAL Expenses** 235,232

**BALANCE as of September 2003** 79,484

Outstanding assessments 4,445

**2004 Anticipated**

PB (50%) loan to be returned Jan 2004 46,500

\*As of June 30, 2003



**Budget and Advocacy Committee of the  
Board on Agriculture Assembly  
National Association of State Universities and Land-Grant Colleges**

**Joint House-Senate Conference Committee  
Fiscal Year 2004 Appropriations – Cooperative State Research, Education & Extension Service**

**U.S. Department of Agriculture**

**September 2003**

As the joint House-Senate conference nears on the Agriculture Appropriations bill for F.Y. 2004, NASULGC supports the following priorities for USDA-CSREES:

**Major Area of Disagreement: National Research Initiative.** House = \$149,248,000. Senate = \$180,000,000. NASULGC supports the funding level proposed by the Senate for the NRI, the flagship competitive research program. The president's budget request for the NRI was \$200,000,000.

**Major Area of Disagreement: Homeland Security Program.** House = \$16,000,000. Senate = \$0. NASULGC supports the funding level proposed by the House for this line item. The \$16,000,000 was requested in the president's budget and represents a continuation of priority security work (to establish national animal and plant diagnostic networks).

There are numerous other differences between the House and Senate in this portion of the CSREES budget. These differences are highlighted in the attached spreadsheet and summarized below:

**CSREES Research and Education Line Items in Disagreement:**

**House Line Items Supported by NASULGC**

Hatch Act	\$180,148,000
McIntire-Stennis	21,884,000
Evans-Allen	36,000,000
Integrated Pest Management	2,725,000
IR4-Minor Crop Pest Mgmt.	10,673,000
Pest Management Alternatives	1,619,000
1890 Inst. Capacity Building	11,479,000

**Senate Line Items Supported by NASULGC**

National Research Initiative	\$180,000,000
Critical Agriculture Materials	1,242,000
1994 Institutions	1,093,000
Alaska/Hawaii Institutions	3,500,000
Aquaculture Centers	4,471,000

**CSREES Extension Line Items in Disagreement:**

**House Line Items Supported by NASULGC**

1890 Facilities	\$15,000,000
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**Senate Line Items Supported by NASULGC**

Smith Lever 3(b) and 3(c)	\$279,390,000
Renewable Resources Ext.	4,516,000
Rural Health & Safety	2,605,000

**CSREES Integrated Line Items in Disagreement:**

**House Line Items Supported by NASULGC**

International Science and Ed. \$1,000,000  
 Homeland Security Program 16,000,000

**Senate Line Items Supported by NASULGC**

Meythl Bromide Transition \$3,500,000

**FY 2004 House and Senate Marks for Cooperative State Research, Education, and Extension Services  
 Compared to Budget Request and Prior Years**

Research and Education Activities	FY 2002	FY 2003	FY 2004	FY 2004	FY 2004
	Enacted	Enacted	Request	House	Senate
Payments under Hatch Act	180.148	178.977	180.148	180.148	178.977
Cooperative Forestry (McIntire-Stennis)	21.884	21.742	21.884	21.884	21.742
Evans-Allen Program	34.604	35.411	36.000	36.000	35.411
Special Research Grants	97.010	111.534	3.341	101.241	101.637
Improved pest control:					
Emerging pest	0.200				
Expert IPM	0.177	0.176	0.177	0.177	0.176
Integrated Pest Management	2.725	2.707	2.725	2.725	2.707
IR-4 Minor Crop Pest Management	10.485	10.673	10.485	10.673	10.485
Pest Management Alternatives	1.619	1.608	1.619	1.619	1.608
Improved Pest Control (total)	15.206	15.165	15.006	15.194	14.976
National Research Initiative	120.452	166.045	200.000	149.248	180.000
Animal Health and Disease	5.098	5.065	5.098	5.065	5.065
Alternative Crops	0.924				
Canola		0.841		0.840	0.840
Hesperaloe and other desert plants		0.348		0.348	
Critical Agricultural Materials Act	0.720	1.242			1.242
1994 Institutions	0.998	1.093	0.998	0.998	1.093
Joe Skeen Rangeland		0.994		1.000	1.000
Institution Challenge Grants	4.340	4.888	5.500	4.888	4.888
Graduate Fellowships	2.993	3.222	4.500	3.222	3.222
Multicultural Scholars	0.998	0.992	0.998	0.992	0.992
Hispanic Education Partnership	3.492	4.073	3.492	4.073	4.073
1890 Institution Capacity Building Grants	9.479	11.404	9.479	11.479	11.404
Payments to the 1994 Institutions	1.549	1.689	2.250	1.689	1.689
Alaska/Hawaiian Serving Institutions	2.997	3.477	2.997	2.997	3.500
Secondary Agriculture Education	1.000	0.994	1.000	0.994	0.994
Sustainable Agriculture SARE	12.500	13.661	9.230	13.661	13.661
Aquaculture Centers (Sec.1475)	3.996	4.471	3.996	3.996	4.471
Federal Administration (Total)	21.676	29.466	8.311	36.815	26.698
<b>Total</b>	<b>542.062</b>	<b>616.792</b>	<b>514.228</b>	<b>596.772</b>	<b>617.575</b>
	<b>FY 2002</b>	<b>FY 2003</b>	<b>FY 2004</b>	<b>FY 2004</b>	<b>FY 2004</b>

<b>Extension Activities</b>	<b>Enacted Enacted</b>		<b>Request</b>	<b>House Senate</b>	
Smith Lever (3)b and (3)c	275.940	279.390	275.940	275.940	279.390
1890 Institutions	31.181	31.908	32.117	31.908	31.908
Smith Lever section 3(d):					
Farm Safety	5.250	5.489		5.489	5.489
Food and Nutrition Education (EFNEP)	58.566	58.185	60.909	58.185	58.185
Indian Reservation Agents	1.996	1.983	1.996	1.983	1.983
Pest Management	10.759	10.689	10.759	10.689	10.689
Rural Development Center	0.953				
Sustainable Agriculture	4.750	4.843	3.792	4.843	4.843
Youth at Risk	8.481	8.426	8.481	8.426	8.426
Youth Farm Safety Education and Certification	0.499	0.496	0.499	0.496	0.496
Renewable Resources Extension Act	4.093	4.516	4.093	4.093	4.516
1890 Facilities (Sec. 1447)	13.500	14.903	13.500	15.000	14.903
Rural Health and Safety Education	2.622	2.605			2.605
Extension Services 1994 Institutions	3.273	3.365	3.273	3.273	3.273
Grants to Youth Orgs (from Smith Lever)		2.981			2.981
Federal Administration and Special Grants (total)	17.610	20.741	6.909	19.417	20.397
<b>Total</b>	<b>439.473</b>	<b>450.520</b>	<b>422.268</b>	<b>439.742</b>	<b>450.084</b>

<b>Integrated Activities</b>	<b>FY 2002 Enacted</b>	<b>FY 2003 Enacted</b>	<b>FY 2004 Request</b>	<b>FY 2004 House</b>	<b>FY 2004 Senate</b>
Critical Issues -- Plant and Animal Diseases		0.497	2.500	0.497	0.497
Rural Development Centers		1.503	1.513	1.503	1.503
Water Quality	12.971	12.887	12.971	12.887	12.887
Food Safety	14.967	14.870	14.967	14.870	14.870
Pesticide Impact Assessment	4.531	4.502	4.531	4.501	4.502
International Science and Education Grants		0.497	1.000	1.000	0.497
Crops at Risk from FQPA	1.497	1.487	1.497	1.487	1.487
FQPA Risk Mitigation Program for Major Food Crops	4.889	4.857	4.889	4.857	4.857
Methyl Bromide Transition Program	2.498	3.229	2.498	3.229	3.500
Organic Transition Program	1.500	2.111	0.499	2.111	2.111
Homeland Security Program			16.000	16.000	
<b>Total</b>	<b>42.853</b>	<b>46.439</b>	<b>62.865</b>	<b>62.942</b>	<b>46.711</b>

Items in disagreement upon which NASULGC has taken a position are grey

## **Proposed Changes the Experiment Station Section Rules of Operation**

**Presenter: Scott Angle**

**Action requested: approval**

### **Motion 1: To revise the Advocacy and Marketing Committee Title and Charge**

**Background:** At the fall 2002 meeting, The ESCOP Committee on Committees recommended that the name and charge of the Advocacy and Marketing Committee be changed to Communication and Marketing Committee to better reflect its activities.

Previous charge and title:

#### **II. Advocacy and Marketing Committee**

The ESCOP Advocacy and Marketing Committee, in consultation with the BAA, advocacy organization(s), and others, is charged with providing guidance in the assessment of impacts resulting from SAES/ARD system; developing marketing strategies/initiatives, when appropriate; and leading ESCOP's advocacy efforts.

#### **Revised title and charge:**

#### **II. Communication and Marketing Committee**

The ESCOP Communication and Marketing Committee, in consultation with the BAA and others, is charged with providing guidance in the assessment of impacts resulting from SAES/ARD system; developing marketing strategies/initiatives, when appropriate; and leading ESCOP's communication efforts.

### **Motion 2: To add the NRSP Review Committee Title and Charge**

**Background:** Through an electronic ballot the ESS adopted procedures and created an oversight committee for the NRSP program. The Rules of Operation must be modified to reflect the changes in committee structure. The language below is recommended for insertion under ESCOP Committees. Please note that the Insertion of this committee would necessitate the renumbering of subsequent committee entries in the Rules.

#### **VI. National Research Support Project Review Committee**

The ESCOP National Research Support Project (NRSP) Review Committee is charged with establishing criteria for annual review of NRSPs and for review of proposals for revised or new NRSPs; annually reviewing progress and budget for existing NRSPs; developing and overseeing the process of review of proposals for revised and new NRSPs including selection of reviewers, establishment of protocols for the review, and development of the specific charges to the review panel; recommending to ESS the establishment of new NRSPs, continuation of revised NRSPs and continuation of existing NRSPs; advocating for the NRSP system by assuring a documentation system is in place including development of impact analysis; assuring that the NRSP portfolio is monitored and is responsive to research support needs identified by ESCOP or the NRSP Review Committee. The NRSP Review Committee shall be subject to all procedures and policies

as identified in the NRSP Guidelines adopted by the ESS January 2003, and as subsequently modified.

Membership:

- One representative from each of the four SAES regions, who is a current or past member of an multistate review committee, and one from the ARD region, appointed by the regional association chair.
- One representative from Extension appointed by the ESCOP Chair following the recommendation of the ECOP Chair.
- One representative from CSREES, preferably a National Program leader, recommended by the CSREES Administrator and appointed by the ESCOP Chair.
- One stakeholder representative, possibly a CARET representative, appointed by the ESCOP Chair.
- Two regional executive directors appointed by the ESCOP Chair. One of the executive directors should be from the same region as the chair of the committee and serve as executive vice chair to administratively support the committee.

**Motion 3: To authorize the Chair of ESCOP to expend funds up to \$5000 with approval**

**Background:** ESCOP takes action on behalf of the ESS in a number of ways, such as being a member of N-CFAR and producing publications, including the Science Roadmap (two printings) and the Roadmap overview (one printing). The first example was paid using residual advocacy funds held at NASULGC, while the last examples were covered out of regional and individual station budgets. Funds collected through the national assessment are to be used for designated purposes; however, there is a need to also maintain some flexibility for unanticipated needs and also in the way approval for such expenditures is determined.

ESCOP recommends that the Rules of Operation be changed to allow the expenditure of funds in certain instances without a national referendum and full Section approval. Upon approval the following language would be inserted as the last paragraph under duties of the Chair in *Article VII ESCOP* of the current Rules:

Expenditure of Funds: The Chair of ESCOP may authorize the expenditure of assessed funds up to \$5000 with 2/3 approval of the ESCOP Executive Committee.



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# National Institute for Agricultural Security

Report and Proposed Activities: September 22, 2003

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## NIAS Activities in 2003

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NIAS has gotten off to a great start in 2003. The newly formed Institute has already forged an identity as a ready means for federal agencies to access the State Agricultural Experiment Stations. NIAS has proved a useful mechanism for universities to collaborate on biosecurity research with each other, with the private sector and with new federal agency partners.

### NIAS Operations

#### Formation

NIAS was officially incorporated at the beginning of the year. A Board of Directors (BOD) was appointed and working by-laws were approved by the BOD. NIAS filed for non-profit status; an Executive Director (ED) was appointed; and a Plan of Activities was drafted by the ED and approved by the BOD. A liaison from Extension was appointed to the BOD and an offer to appoint a liaison has been made to Academic Program leadership. The NIAS BOD has convened in person several times during the year and has held a series of teleconferences.

#### Membership

Membership in NIAS is governed by the Board of Directors; all participating institutions must pay membership dues. ESCOP provided \$100,000 in 2003 to establish NIAS; consequently, all State Agricultural Experiment Stations are members of NIAS.

#### Staffing

NIAS is staffed by a part-time Executive Director and a part-time Administrative Assistant, with support from the regional association Executive Directors.

### NIAS Activities

#### Communications

NIAS established a prototype web site on homeland security issues of concern to the Experiment Station Directors and has sent email updates on pertinent homeland security issues to the Directors.

#### Budget Support

The North Central ED has served as the liaison between NIAS and the ESCOP Budget and Legislative (BL) Committee. NIAS has provided background resource information and analysis to the ESCOP BL Committee on homeland security issues. The NIAS ED and the Western ED met with the NASULGC Budget and Advocacy Committee (BAC's) advocacy group (Blue Ribbon Team – BRT), to insure full communication and coordination of activities.

#### Building Identity

To establish the identity of NIAS and to build the foundation for future collaborative efforts, the NIAS ED has met regularly with federal agency officials to talk about the role of the agricultural research and education system in addressing homeland security and biosecurity concerns. Outside of USDA, most federal agency officials are not aware of the resources that the Experiment Stations can leverage to assist in addressing biosecurity concerns. There is now a growing recognition of the need to address potential bioterrorist threats against the agricultural production and food processing system and a growing recognition of the role of the Experiment Station in addressing these threats.

- White House

The NIAS ED has had a series of meetings with members of the White House Council on Homeland Security, the Office of Science and Technology (OSTP), and the Office of Management and Budget. In the last several months, these agencies have taken a much more direct role in looking at biosecurity and agriculture.

- Department of Agriculture

The NIAS ED has maintained regular communication with the leadership and personnel in the Office of the Secretary; the Office of Research, Education and Economics (REE); the Cooperative State Research, Education and Extension Service (CSREES), the Agricultural Research Service (ARS), and the Animal and Plant Health Inspection Service (APHIS).



- Department of Homeland Security

Based on guidance from the White House Council on Homeland Security, OSTP, and key Congressional offices, projects are being developed to address issues of interest to the Department of Homeland Security, as well as the Department of Defense.

- Congressional Liaison

The NIAS ED has met with key Congressional offices to inform them about the formation of NIAS and to discuss the important role of the Agricultural Experiment Stations in addressing biosecurity concerns. Congressional staff and members have expressed strong interest in the role of NIAS is facilitating coordination and communication with and among the Experiment Stations.

## Projects

### Collaboration

The NIAS Directors and the NIAS ED have worked to facilitate communication and collaboration among Experiment Stations and universities as university-based biosecurity projects have developed. NIAS is exploring the possibility of collaborative projects with a number of institutions

- NIAS is a co-sponsor of an international workshop on managing the impacts of bioterrorist attacks on world food trade, which is being hosted by Texas A&M's Institute for Countermeasures Against Bioterrorism (ICAB).
- NIAS has had a series of discussions with the leadership of the Rocky Mountain Institute (Colorado) and has explored possible collaboration on a regional project to look at the role of Extension and the research community as components of the "first detector" network.
- NIAS has held a series of discussions with the Institute of Homeland Security, ANSER (a former subsidiary of the RAND Corporation) to develop joint proposals to run agrosecurity seminars and emergency management simulations.
- The Southern Region ED has served as an ad hoc liaison between NIAS and the proponents of a national center for crop biosecurity being explored by the American Phytopathological Society.
- The NIAS ED presented a paper describing NIAS at the international meetings of the Institute of Food Technology and has had subsequent discussions with the leadership of IFT regarding possible collaborative activities. There have also been related meetings with food industry research leaders and food industry association representatives.
- The NIAS ED presented a paper describing NIAS at the annual meetings of the American Chemical Society, which has led to subsequent discussions with agricultural industry groups and federal agency personnel.
- The NIAS ED participated as a panelist in the NE regional meeting hosted by Cornell on the role of Extension in responding to acts of bioterrorism, which led to subsequent and ongoing discussions with the leadership of EDEN.
- In response to suggestions from federal agency personnel and university specialists, the NIAS BOD is establishing "technical advisory committees" for the BOD within NIAS, creating a mechanism for sustained discussions between university and federal agency personnel on issues of mutual interest. Federal agency personnel could participate on an ad hoc basis. This approach may be used to facilitate appropriate communication with APHIS, ARS, ERS, FDA, CSREES, the NPDN, and others.

### Site Security and Management Practices for Biological Agents

In response to concerns raised in the USDA Inspector General's report on site visits to university research facilities, a project has been developed and proposed to CSREES to develop a non-regulatory set of management alternatives for Experiment Stations to manage potentially hazardous biological agents (non-select agents) and secure research facilities. A team of experts will be convened, several institutions will be surveyed in detail, and all Experiment Stations will be surveyed to identify best management practices for handling hazardous non-select agents. Expert panels will be convened to review the survey results and will report on suggested guidelines for site security assessments and recommended management practices for handling hazardous non-select biological agents.

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## NIAS Opportunities in 2004

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### NIAS Opportunities in 2004

Based on the discussions with federal agencies and Congressional office, a list of potential projects for NIAS and the Experiment Stations has been identified for 2004. A description of these potential projects will be provided at the NIAS member meeting. NIAS will seek support for these projects from federal agencies, foundations and collaborating institutions. Individual projects will be developed as funding is secured.

### Funding Recommendation

The NIAS Board of Directors recommends that the NIAS membership request a continuation of support from ESCOP at the current level of \$100,000 for the year 2004.

This funding will enable NIAS to continue the activities initiated in 2003:

- providing part-time staff support,
- developing information resources for building budget requests,
- providing communications and news services to the Directors, and
- serving as a visible liaison to the federal agencies that are beginning to address agrosecurity research issues.

This funding will also provide membership in NIAS for all State Agricultural Experiment Stations, which will enable NIAS to effectively represent the interests of all of the Experiment Stations to federal agencies regarding biosecurity and homeland security. In addition, this funding will enable NIAS to pursue additional funds for implementing critical homeland and biosecurity security projects on behalf of the Experiment Stations.

